

**TOWN OF MANCHESTER  
PLANNING AND ZONING COMMISSION/INLAND WETLANDS AND  
WATERCOURSES AGENCY/AQUIFER PROTECTION AGENCY  
FOR THE MEETING OF  
JULY 15, 2024**

**MEMBERS PRESENT:**

In Person: Eric Prause, Chairman  
Patrick Kennedy, Vice Chairman  
Michael Stebe, Secretary  
Teresa Ike  
Chris Schoeneberger  
Michael Farina

**ALTERNATE MEMBERS SITTING:**

In Person: Sara Van Buren

**ALTERNATES PRESENT:**

In Person: Zachary Schurin

**ABSENT:** Daniela Luna  
Maliha Ahsan

**ALSO PRESENT:**

In Person: Gary Anderson, Director of Planning and Economic  
Development  
Megan Pilla, Principal Development Planner  
Electronically: David Laiuppa, Environmental Planner/Wetlands  
Agent  
Nancy Martel, Recording Secretary

The Chairman opened the Business Meeting at 10:10 PM.

DWRE EAST CENTER , LLC – Change of zone from Residence B to Business III for two small portions of the site at 25 East Center Street and 443 & 463 Main Street. – Zone Change (ZC-0001-2024)

Zone Change (ZC-0002-2024)

**MOTION:** Mr. Kennedy moved to approve the change of zone from Residence B to Business III for the rear portions of the parcels at 25 East Center Street and 443 & 463 Main Street. Ms. Ike seconded the motion and all members voted in favor.

The reason for the approval is that the proposed zone change is consistent with the Plan of Conservation and Development's designation of this area as a "Center Infill Growth" area with opportunity for infill of underutilized land to develop a mixed-use, walkable center.

The zone change will be effective on August 5, 2024.

Mr. Farina requested staff identify similar properties.

HIGHLAND PARK MARKET OF MANCHESTER RE LLC – Building additions and parking modification to Highland Park Market at 307 Highland Street. – Special Exception Modification (PSE-0005-2024)

Mr. Eric Peterson, Engineer/Surveyor, Gardner & Peterson Associates of Tolland, introduced himself.

Mr. Peterson reported that the application represents the five-year plan of expansions at Highland Park Market, and they are requesting a special exception modification related to the permitting of four small additions to the existing market building.

Highland Park Market has existed in the location since the late 1800s and the present structure dates back to the 1960s, with renovations and additions in the 1980s. The existing building is just under 20,000 sq. ft. and the new additions total just under 6,000 sq. ft. Mr. Peterson stated that the purpose of the additions is to increase the functionality of the workspace in the building and update the loading dock area.

Mr. David Eddy, Architect, introduced himself and described the location of the property, noting that the additions proposed are to optimize the building on the site.

- One addition is a canopy expansion to the left of the existing canopy to allow additional carriage storage.
- On the side facing Wyllys Street, a small patio area would become a bottle return facility.
- In the rear, there is a stair tower, and to the right, they would incorporate a breakroom area, conference room space, and updated handicapped toilets. In the rear, to the left of the stair tower, there would be expansion of the backroom areas, storage areas, and sales area.
- To the west, they will enclose an existing dock area. The receiving area is presently outdoors, and they will enclose it to make a better and safer receiving area with a connector to the relocated kitchen area.

There are no specific timetables for the overall plan, though they are very interested in the bottle return. Other elements will occur at a later time, but this is an overview of optimizing the supermarket. The general flow of traffic will be unchanged and impervious area will not increase.

Mr. Peterson reported that there will be minor site modifications:

- In the back of the building, there is a trash receptacle area which will be pushed back.
- Update the utilities on the right back.
- Concrete pads for the generator and transformer, enclosed in a screened fence area.
- Rerouting drainage.
- Relocating EV charging stations.
- Extending sidewalk across the addition.
- Creating a sidewalk connection from the parking lot to the public sidewalk near the intersection of Wyllys Street and Highland Street.
- Reducing the number of parking spaces, primarily in the back of the building, to 143, which is still 7 more than required by zoning.
- No effect to the Town's water, sewer, or stormwater systems.
- Traffic circulation will remain the same.
- The additions in the back will allow large vehicles and trailer trucks to travel around the back of the building to the loading dock area.
- No expected traffic increase.
- Maintain the curb cuts on both streets.

According to Mr. Peterson, staff has reviewed the application. It is the applicant's opinion that the application complies with those 10 subsections of Art. IV, Sec. 20 regarding special exceptions. This is an existing use and located in a Business I zone. They are expanding the structures, similar in fashion to the current building. There is adequate parking, the roadway network is adequate for this use, there is adequate emergency access, there are adequate public utilities, and there will be no effect to the stormwater system. All the areas are currently paved, so there will be no increase in runoff to the stormwater systems. As this use already exists, it is consistent with the purposes of the regulations. There will be no detrimental effect on public health, safety, welfare, or property values.

Mr. Stebe noted that the state regulations changed with respect to EV charging locations and numbers based on the number of parking spaces. He asked whether there will be a review to determine if the number of charging stations is correct.

Ms. Pilla stated that there is only a requirement now for new construction.

After a question from Mr. Prause, Ms. Pilla stated that there were no staff comments. There were a handful of comments initially, but they have been addressed.

Mr. Prause requested Ms. Pilla display the side profile renderings. He asked for clarification of the new additions and how they compare to the existing building.

Mr. Peterson explained that they are extending the canopy in a very similar style to the current one. The bottle return on the side will use the same brick material and a similar treatment to the canopy as in the front. The rear area, which currently has a cooler, would be eliminated and the construction would be similar to what is presently on the side of the building and across the back.

The façade will carry the same roof pitch as the main roof pitch, similar materials, and similar treatments. The back of the building will be at one level with a flat roof similar to what exists.

Mr. Farina commented that Highland Park Market is one of the foundational businesses in the community and he will support the motion.

Special Exception Modification (PSE-0005-2024)

**MOTION:** Mr. Kennedy moved to approve the special exception modification for building additions and parking modifications to Highland Park Market at 307 Highland Street. Mr. Schoeneberger seconded the motion and all members voted in favor.

The reason for the approval is that the proposed activity meets the special exception criteria in Article IV, Section 20.

TOWN OF MANCHESTER/BENESCH – Demolition of the existing bank building and site preparation for construction of a new Manchester Public Library at 1041 Main Street, 18 & 22 Maple Street, and 25 Eldridge Street. – Erosion & Sedimentation Control Plan (ESC-0005-2024)

Mr. Will Walter, Professional Engineer, Alfred Benesch & Co., introduced himself. Mr. Walter stated that they are responsible for survey, civil engineering, landscape architecture, and traffic engineering on the project.

Mr. Walter explained that the project is the demolition of the existing Webster Bank and the associated site improvements, as well as the construction of a new 74,000 sq. ft. public library. He detailed the location, as well as the surrounding properties.

The site is four parcels totaling approximately 1.6 acres in the CBD zone. Mr. Walter reported that the facade will be up against Main Street. In the back, there is access in and out of Maple Street, as well as on Eldridge Street. He pointed out the utilities, EV charging spaces, six handicapped spaces, and the main entrance on the rear.

Mr. Walter stated that there have been many meetings with staff on the design. He noted the erosion control plan, specifications, and details, and reported a few minor comments from staff which may already be addressed.

The site is a relatively flat site, which will be surrounded by silt fence and hay bales. He pointed out the construction entrances. Mr. Walter explained that there is nothing controversial about the erosion control, which will use DEEP guidelines.

Ms. Pilla stated that there were a handful of comments from Engineering staff, some of which were minor. A couple of the comments are things not usually requested on an erosion and sedimentation control plan. In this case, because it is a Town project and the erosion and sedimentation control plan is the only thing coming before the PZC, Engineering wanted some notes on the record.

Erosion & Sedimentation Control Plan (ESC-0005-2024)

**MOTION:** Mr. Kennedy moved to certify the erosion and sedimentation control plan for demolition of the existing bank building and site preparation for construction of a new Manchester Public Library at 1041 Main Street, 18 & 22 Maple Street, and 25 Eldridge Street, with the modifications as specified in a staff memorandum from:

1. Megan Pilla, Principal Development Planner, dated July 15, 2024.

Mr. Schoeneberger seconded the motion and all members voted in favor.

**ADMINISTRATIVE REPORTS**

Ms. Pilla stated that she forwarded an email with the upcoming training opportunities through the UConn Center for Land Use Education and Research (CLEAR).

Ms. Pilla commented that she forwarded the email informing the Commission that the Capitol Region Council of Governments' (CRCOG's) draft regional Plan of Conservation and Development (POCD) is available for public comment. The adoption hearing is scheduled for September.

The Comprehensive Zoning Regulations Update Steering Committee had the first meeting with the consultant. They have finished their line-by-line review of the current regulations and found a number of opportunities for improvement, particularly for efficiency and ease of use.

Mr. Prause stated that the review is very thorough.

Mr. Anderson provided an update on the Rules of Procedure. He has been working on those with the Chairman, the Town Attorney, and others. It is nearly ready for consumption. This is a draft based on Mr. Farina's earlier draft and Mr. Anderson is confident it will be completed well in advance of the next meeting.

Mr. Prause reported that he was invited to attend the Board of Directors meeting. He explained the fee structure that was laid out for the Inland Wetlands Agent to provide penalties for Cease and Desist and Cease and Correct Orders. The Board seemed interested in it but did not take formal action. He stated that they recommended going to the Town Attorney for a final review. After questions from the Board, it was explained that, if there were multiple violations on a site, fines per day could quickly add up for each of the issues. There were more questions about how it would be applied and who would make the decision. The Town Attorney was there to answer questions.

**APPROVAL OF MINUTES**

July 1, 2024 – Business Meeting/Aquifer Protection Agency Meeting

**MOTION:** Mr. Kennedy moved to approve the minutes as written. Mr. Stebe seconded the motion and all members voted in favor.

## **RECEIPT OF NEW APPLICATIONS**

1. **TOWN OF MANCHESTER/BENESCH – Erosion & Sedimentation Control Plan (ESC-0005-2024)** – Demolition of the existing bank building and site preparation for construction of a new Manchester Public Library at 1041 Main Street, 18 & 22 Maple Street, and 25 Eldridge Street.

**MOTION:** Mr. Kennedy moved to close the Business Meeting. Mr. Schoeneberger seconded the motion and all members voted in favor.

The Chairman closed the Business Meeting at 10:50 P.M.

**NOTICE: A DIGITAL RECORDING OF THIS BUSINESS MEETING CAN BE HEARD IN THE PLANNING DEPARTMENT.**